

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

December 13, 2007

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TITLE:	Executive Project Manager
POSITION NO:	70921
LOCATION:	Technology Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 8
STARTING SALARY:	\$65,659 - \$98,489 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, December 28, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TYPICAL DUTIES: This position is responsible for the overall direction and coordination of department IT projects through a framework of strategic and project planning, implementation, oversight, and closure activities. Projects involve multi-year efforts that include the implementation of multi-million dollar health and human service systems that affect the health and welfare of Montana citizens. This position assists in defining strategic goals and objectives, and establishes methods/means of accomplishing those objectives. The incumbent reports to and advises the division administration (department CIO); makes administrative and technical decisions with considerable independence; and functions as a lead in a project management role to the department CIO, guiding policy, legislation, and finally provides overall IT architecture strategy for the department. Primary contacts include the division Project Management Bureau chief and staff, other division bureau chiefs and staff. This position will also have contact with other division administrators, bureau chiefs, unit managers, budget analysts, vendors, the Department of Administration's Information Technology Services Division (ITSD) staff, and the Governor's office. This position does not directly supervise any staff.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of information technology field; operations of government; project management principles, methodologies, and practices as defined in the Project Management Body of Knowledge (PMBOK); project management software such as Microsoft Project; and theories, principles, and practices of IT, organizational structure, and business administration.

Skills: Skill in negotiation; oral and written communication; project management, preferably within an information technology oriented organization; development and implementation of performance measures, standards, policies, and procedures; information processes and technologies including various hardware platforms, software facilities, and consulting services available.

Abilities: Ability to write and speak on behalf of the department CIO, director, and governor regarding information technology systems and techniques; provide timely and effective written (technical white papers, planning documents, Request for Proposals, etc), oral, and interpersonal communication; manage varying deadlines and multiple projects; successfully work with diverse groups on confrontational issues; assess and solve complex problems; devise methodologies and solutions; perform analyses; relate relevant information about hardware and software operations, data management, and analysis in management applications and interactions; work effectively to meet deadlines, including preparing written products on short notice; prioritize, multi-task, and balance multiple projects; and exercise sound judgment in analyzing, appraising, evaluating, and solving difficult problems.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in computer science, business management, or related field **AND** five years of job-related work experience in progressively more demanding leadership positions to include four years experience in information technology and project management. (Formal training in project management is required.) Other equivalent combinations of education and experience will be considered. PMP, ITIL, Six Sigma, or other relevant certifications are preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);

2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; **OR if unforeseeable circumstances occur, transcripts may be brought to the interview;** and
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to

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register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Executive Project Manager
Position: #70921
Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please briefly describe your experience in IT project management or general project/contract management, addressing specifically your experience as project manager of \$5,000,000 (five million) system developments.
2. Please briefly describe your experience in IT Enterprise Architecture planning.
3. Please describe the number and level of staff you have directly supervised, including time periods.